



DIOCESE OF **Hexham & Newcastle**

Parish Secretary –

1 year fixed-term contract

**Parishes of Our Lady Immaculate and
St Cuthbert, Crook; St Thomas of
Canterbury, Wolsingham; and St
Joseph, Tow Law**



Candidate Pack

The Diocese of Hexham and Newcastle is the sixth largest Diocese in England and Wales and is situated in the north-east of England. With an area of 3,195 square miles, the boundaries are the border with Scotland in the north and the River Tees in the south. The Diocese consists of 152 separate parish communities, grouped together within five Deanery areas. The population of the region is 2,368,000, with an estimated Catholic population of 214,257.

The Bishop of the Diocese of Hexham and Newcastle is the Right Reverend Stephen Wright.

Diocesan Values

Integrity | Respect | Trust | Service | Compassion

PARISH SECRETARY

Job Description

To support the Parishes of Our Lady Immaculate and St Cuthbert, Crook; St Thomas of Canterbury, Wolsingham; and St Joseph, Tow Law with general administration.

Duties and Responsibilities

- Respond to enquiries by telephone, e-mail or written correspondence
- Welcome and support visitors to the parish office
- Support the Parish Finance Committee to maintain effective systems:
 - Review emails for invoices to be printed for payment and those paid by direct debit to file in relevant parish invoice files
 - Pay invoices and other expenditure and file all related documents
 - Ensure payments made from petty cash from purse are supported by invoices or petty cash receipts both by cheque and direct debit
 - Update the Online Parish accounting system (OPAS) to include recording of weekly cash sheets, invoice payments
 - Liaise with suppliers, contractors and the rental company for all parish properties
 - Support and liaise with the Parish Gift Aid Organiser and order envelopes for all three .parishes



- Day-to-day line management responsibility for the cleaner for crook and Walsingham parishes, directing their work as required and ordering supplies as needed
- Ensure the bulletin is completed with the help of a rota of volunteers. Once received from the volunteer by email, update for amendments, distribute printed copies to all three parishes, then send a copy to parishioners by email.
- Provide general administration including typing, production of publicity materials, newsletters and Mass booklets as required.
- Maintain comprehensive filing systems to a high standard, including archiving and secure disposal of documents in line with Data Protection legislation and the Diocesan Retention of Records Policy in both parishes
- Respond to enquiries for certificates of baptism etc, in both parishes
- Record details and prepare any Diocesan paperwork pertaining to baptisms, marriages and funerals in both parishes. Liaise with partnership parishes for baptisms.
- Support with the management of parish properties by monitoring all issues and logging safety checks etc.in all three parishes including the two parish Halls
- Submit the annual Health and Safety Reports to the Diocese when completed.
- Organise annual servicing /testing for all three parishes including related properties – eg gas / electricity / fire safety and other equipment etc
- Support the Parish Health and Safety Representative by maintaining a schedule of Health and Safety inspections in both parishes
- Order and distribute parish resources
- Record Mass intentions and enter into the parish diary
- Organise and pay supply cover for the parish priest
- Funeral administration including invoicing Funeral Directors and all other related administration requirements
- Maintain and submit annual Parish statistics to the Diocese
- Ensure all parish licenses are paid
- Send invoices for use of parish property
- Undertake other reasonable duties by request of the parish priest

Post-holder must be conscientious and loyal to the aims and objectives of the Diocese, having regard at all times to its Catholic character.



Personal Specification

Essential Criteria

You must have:

- Experience in general office management and administrative procedures
- Excellent and up-to-date IT skills
- A good level of general education, including GCSE A*-C/L5+ in English and Maths or equivalent
- A good grasp of English grammar, accuracy and a high level of attention to detail
- Excellent customer service skills with experience of dealing with sensitive situations
- A good sense of responsibility and be self-motivated, with the ability to work independently with minimum supervision
- A professional approach with excellent interpersonal skills and the ability to develop good working relationships
- Good organisational and excellent planning skills
- Experience of co-ordinating diaries and people in a work environment
- The ability to work with complete confidentiality and integrity, adhering to all internal procedures
- The ability to work with volunteers in a supportive and encouraging manner

It will be good, but not essential, if you also have:

- A willingness and availability to work flexible hours when required

Application Process

To apply, please send:

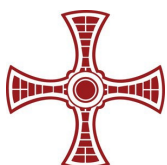
- A letter of application saying why you want to work with us and what you would bring to the role, with examples of how your skills and experience would enable you to fulfil your duties and responsibilities
- A CV, including the names of two people we may approach for professional references Please send these by email to human.resources@diocesehn.org.uk

Deadline for applications: **Tuesday 16th September 2025 at 12.00 noon**

Pay and Conditions

What we will offer you

- Salary: £9,838.08 per annum and a workplace pension scheme where



we match up 7.5% of your salary

- Hours: Part-time, 14 hours per week; working pattern to be agreed at interview
- Temporary fixed term contract for 1 year in the first instance; subject to 6 months probationary period
- Holidays: 28 days holiday per year plus statutory holidays (101 hours pro rata per annum, including statutory holidays)
- Health and wellbeing support
- Cycle to Work Scheme

Location

Parish Office, Our Lady Immaculate and St Cuthbert, The Presbytery, Church Hill, Crook DL15 9DN

Other Information

Safeguarding

The Diocese of Hexham and Newcastle is committed to safeguarding all children and vulnerable groups at risk within its community. All employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures. In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding policies and procedures.

Data Protection

We will not hold the information you give us longer than necessary. Our Candidate Privacy Notice is available on our website www.diocesehn.org.uk

This appointment will be subject to:

- Two satisfactory professional references
- Evidence of right to work in the UK
- Completion of mandatory safeguarding training

Registered Charity Number 1143450

Company Limited by Guarantee Company Number 7732977





Better Health
at Work Award
Silver Award

